

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Mullins Armory/5901 Beulah Road  
Sandston, VA 23150**

**NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT**

**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)**

**ANNOUNCEMENT NUMBER:** 15-09 AF

**POSITION TITLE:** Production Recruiter (Re-Advertised)

**UNIT:** JFHQ

**LOCATION:** Joint Base Langley-Eustis, Hampton, Virginia

**GRADE:** SrA/E-4 to SSgt/E-5

**AFSC:** 8R000/ANY

**TOUR LENGTH:** 1-6 years

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 07 February 2015

**CLOSING DATE:** 20 February 2015

**DESCRIPTION OF DUTIES:** Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and full-time supervision of the PR will be with the Recruiting Office Supervisor (ROS). Initiate and follow-up on all personal contacts with prospective applicants in order to discuss overall opportunities of the ANG. Assist the ROS in the planning and organizing of recruiting activities. Assist the ROS in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity, and/ or conditions that might result in unfavorable public reaction, to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions. Develop School Programs to include presentations to members of educational institutions. Coordinate formal presentations to public service organizations, and other organizations as requested. Conduct recruiting assistance for ANG personnel engaged in recruiting activities that may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, and presentations). Conduct Center of Influence (COI) events.

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101.  
Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
2. . Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months
3. Must be knowledgeable of the organization, mission, and operations of the ANG.
4. Must currently hold a **SECRET** Clearance
5. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years.
6. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory
7. No history of emotional instability, personality disorder, or other unresolved mental health problems
8. Minimum ASVAB General Aptitude score of 24
9. Possess a valid state driver license
10. Prior to entry into the AGR Program, member must be medically cleared by the 192d, MDG
11. Applicant must meet weight requirements at the time of entry into the AGR program.  
Any member on the ANG Weight Management Program is ineligible for entry into AGR Status.
12. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
13. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility
14. Applicant must not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

**ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested members may apply by submitting the completed documents directly to:  
192<sup>nd</sup> FSF/HR, 165 Sweeney Blvd, Ste 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va\_ANGJobs@us.af.mil

**NOTE: AGR applications received for the first advertisement will be kept on file and certified based off the new guidelines in this current announcement.**

**Documents Required:**

1. NGB Form 34-1(dated Nov 2013) CAN BE OBTAINED FROM THE NGB publications website:  
<http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
2. Current RIP (Report of Individual Performance) from vMPF  
\*Please do not submit a Data Verification Brief (DVB)
3. Recent Fitness Test from AFFMS (Per AFI 36-2905 (*current within 12 months*))
4. Copy of Last Enlisted Performance Report (EPR). If no EPR, letter of recommendation from Group Commander
5. Separate sheet of paper with email address and additional point of contact number(s)
6. Security Clearance verification memorandum (do not submit a JPAS print out)

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact SFC Shawn Oliver at (804)236-7831 or CW4 D' Juana Goodwin (804)236-7823

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date. All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.